

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: AUGUST 22, 2013**

**REVISED: OCTOBER 4, 2013**

**CLOSING DATE: OCTOBER 25, 2013**

**DEPARTMENT:** Community Services – WIA

**POSITION:** Administrative Clerk

**LOCATION:** Casa Grande

**JOB CODE:** 13-094

**ANNUAL SALARY:** \$20,072.00-\$29,785.60

### **NATURE OF WORK**

Performs a variety of clerical activities in support of an organization's programs and services.

### **DUTIES AND RESPONSIBILITIES:**

- Acts as receptionist in receiving and screening visitors/callers, taking messages and directing calls to appropriate parties; provides factual information to inquiries regarding County or departmental activities and functions which may require the explanation of rules, policies and procedures.
- Types correspondence, reports, forms, meeting minutes, summaries of work and specialized documents related to the organizational unit to which assigned from drafts, notes, dictated tapes, or brief instructions, proofreads and checks typed and other materials for accuracy, completeness, compliance with departmental policies, and correct English usage, including grammar, punctuation, and spelling.
- Prepares licenses, resolutions, citations, warning tickets and/or court documentation as required; prepares and updates a variety of reports and records which may require the use of arithmetic calculations and consolidating materials from several sources; provides information to law enforcement agencies, courts, attorneys and the public in accordance with legal requirements governing release of information.
- Enters, edits and retrieves data and prepares periodic or special reports, using a computer system and following established formats and menus; may perform production computer information entry and ensures accuracy of information entered into departmental computer systems and databases.
- May provide the public with departmental forms and/or applications; assists them with forms completion; makes copies of reports and documentation for the public and relevant organizations/agencies.
- May receive departmental fees and monies; documents payments and issues related receipts.
- Establishes and maintains office files; researches and compiles information from such files; purges files as required; prepares, processes, files and maintains departmental records and documentation.
- Performs general office duties including faxing, updating phone lists, scheduling meeting rooms, and ordering office supplies; delivers, picks up, processes and distributes departmental mail; distributes courier deliveries.
- Maintains records and processes forms, such as work orders, purchase requisitions and others specific to the organizational unit; may make arithmetic or standard statistical calculations; assists with processing employee time reporting and/or administering applicant testing.
- Compiles materials for meetings, prepare agendas and attend such meetings to take summary notes as required; attends relevant meetings, conferences and training sessions; may take meeting notes as required.
- May maintain and update inventory records of department inventory list and equipment in database; track and report on equipment.
- Operates a variety of office machines and equipment including personal computers, typewriters, adding machines, calculators, alpha readers, data processing terminals, printers, copiers, binders, collators, and microfilm equipment as needed.

### **WORKING ENVIRONMENT:**

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines and with members of the public.

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**DISTINGUISHING CHARACTERISTICS:**

This is the entry/intermediate level in the Administrative Clerk job family. As such, employees are initially under direct supervision and learns office, County and departmental procedures and practices and works on assignments that are initially routine in nature. As experience is gained, there is greater independence of action and judgment within established guidelines, works on assignments that are moderately complex in nature. This class differs from Administrative Clerk Senior who regularly perform a full developed technical expertise in the programs and services provided by the organization they support, regularly applies job skills, department policies and procedures to a wide range of difficult tasks; and applies judgment to resolving problems, analyzing data and making job decisions.

**EMPLOYMENT STANDARDS:**

High School Diploma or G.E.D. and some demonstrated work experience; or equivalent combination of education, training and experience. Depending on area of assignment, may require valid Arizona Driver's License, Notary Public License or other specialized certifications relevant to area of assignment.

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

**Knowledge of:** Basic office practices and procedures; general office equipment; basic computer applications involving word processing, data entry and/or standard report generation; correct business English, including spelling, grammar and punctuation; methods and standards for preparing business correspondence and documents; customer service standards and protocol.

**Ability to:** Make accurate arithmetic calculations; respond to inquiries and provide customer service to the public and other relevant parties; coordinate a variety of clerical activities; prepare correspondence, reports and documentation; perform accurate data entry; maintain records and files; establish and maintain effective working relationships with those contacted in the course of the work; communicate effectively and follow verbal/written instructions; process a variety of records and transactions.

**Skills in:** Preparing and writing reports, business correspondence; effectively presenting information and responding to questions from general public and employees; operating standard office equipment, personal computers and printers; organizing, prioritizing multiple work activities of self and others.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.